



Army Training Regiment Winchester
Sir John Moore Barracks
Winchester
SO22 6NQ

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JOINING INSTRUCTIONS FOR TERRITORIAL ARMY SOLDIERS ATTENDING ATR WINCHESTER FOR COMMON MILITARY SYLLABUS (RECRUIT) (TERRITORIAL ARMY) (CMS(R)(TA)

INTRODUCTION

1. You have been awarded a vacancy on the CMS(R) (TA) Course at the Army Training Regiment Winchester (ATR(W)). You should read these instructions carefully in order to be properly prepared to start training.
2. On arrival at the Regiment, you will be allocated to a platoon or troop of approximately 40 men and/or women.
3. You will undertake a 2 week CMS(R) TA course. The course is designed to train you to become a soldier. You will have plenty of opportunity to learn new skills and your training consists mainly of LFMT, BCDT, CBRN, Physical Training, Fieldcraft, Map Reading and Drill.

REPORTING AND TRAVEL

4. You are to report to ATR(W) between 1000 and 1140 hours on the Saturday on which the course starts, alternatively there will be a minibus at Winchester Train station to pick-up at 1115 hours. The course finishes at 1300 hours on the Saturday 14 days after the course started.
5. The Regiment is situated 1½ miles north of Winchester City Centre. It is clearly signposted on the B3420 (Andover Road).
6. A map showing how to get to the Regiment is at Annex A.
7. If you find that you are unable to arrive at the Regiment by 1140 hours, you should telephone the Regimental Guardroom on (01962) 888251 so that special arrangements can be made for your arrival.

PREPARATIONS FOR YOUR COURSE

8. Clothing and Equipment. A comprehensive list of clothing and equipment that you must bring is at Annex B. All of the items listed are required during your training and you must bring these with you. You are also required to bring with you certain documents. Failure to do so may result in a delay to your training or you being returned to your unit.
9. Shop. There is a small shop in the barracks which will stock most items that you might need, however, it may not stock every item or brand that you want.

10. Fitness. Physical fitness is a key component of your recruit training and you are very strongly recommended to take regular and demanding exercise before you arrive. If you are physically unfit then you will find it considerably more difficult to meet the physical demands put upon you during your training - you will also be more prone to injury. The first lesson on the course is Physical Training, the Basic Personal Fitness Assessment.

11. Haircuts.

a. Male Recruits. Male recruits should have a haircut before arriving, but definitely not a skinhead (the closest permissible haircut is No 2 at the sides and a No 3 on top).

b. Female Recruits. Female recruits should ensure that their hair is either cut on or above the collar, or neatly tied into a bun or French plait. Females are required to supply their own nets and kerbi grips. Hair is to be your natural colour.

c. Colouring. The colouring or streaking of your hair is unacceptable.

12. Discipline. Get used to the idea of discipline, in particular self-discipline, before you arrive. Discipline is an important part of military life and you must be mentally prepared for this. The course demands a great deal of hard work from you and you will be expected to live up to the high standards and values of the British Army. In the Regiment, alcohol is not available to recruits. Do not bring any alcoholic drinks with you.

13. Frame of Mind. As well as arriving physically fit, you must arrive mentally determined to pass the course. The course will be very busy and the pace of life fast and furious. You will be living in the same room as other people, getting up early and going to bed late after a long and demanding day of training. You will be treated very well and fairly, but you will be expected to work hard and give your best. In simple terms, if you arrive committed and determined you will succeed in becoming a trained Territorial soldier.

PAY

14. See Annex E.

POSTAL ADDRESS

15. Your postal address while you are at the Regiment is shown below. It is important that the address is correct or your mail could be delayed. Your address will be as follows:

Regimental NumberRankName
16 Troop
C Squadron
ATR Winchester
Sir John Moore Barracks
WINCHESTER
SO22 6NQ

ENQUIRIES

16. Should you have any difficulties or queries please telephone the Regimental Guardroom on (01962) 888251 or the Training Wing Clerk on (01962) 888230.

17. Finally, you should ensure that in the event of an emergency, your next of kin need to contact you through the Regiment they know the points of contact, which are:

- a. Working hours (0800-1700). The Sqn 2IC on (01962) 888240 and the Sqn SSM on (01962) 888371 – only in the event of an emergency.
- b. Silent hours (1700-0800). The Regimental Guardroom on (01962) 888252.

ADMINISTRATION

18. Annex B lists the clothing, equipment and documentation you must bring with you. Failure to do so may result in you being returned to your unit. Annex D is the Fitness to Attend Certificate. The medical examination for this certificate must be carried out no earlier than 6 months prior to course attendance. Failure to provide this certificate will result in you being returned to your unit.

PROFICIENCY CERTIFICATE

19. Annex C is a Certificate of Eligibility and Proficiency and a statement that the student's kit list has been checked by the PSAO prior to leaving your unit. This must be completed by your PSAO.

FINAL WORDS

20. Your instructors are of the highest calibre and have been selected and trained for this appointment; their primary role is to lead you through the course and assist you to pass all aspects of your training. You must be prepared to work hard if you wish to achieve your goal of becoming a Territorial soldier within the British Army. I wish you the very best of luck with your training.

[Original signed]

S BARNARD
Lieutenant Colonel
Commanding Officer

Annexes:

- A. Map Showing Location of ATR Winchester.
- B. Clothing and Equipment List.
- C. Eligibility and Proficiency Certificate.
- D. Fit to Attend Course Certificate.
- E. Pay Documentation.

ANNEX B TO
JOINING
INSTRUCTIONS

CLOTHING AND EQUIPMENT LIST

Recruits attending the CMS(R) TA Part B Course, must bring with them the following equipment:

<u>Item</u>	<u>Quantity</u>	<u>Item</u>	<u>Quantity</u>
<u>Clothing</u>		<u>Washing And Shaving Kit</u>	
Bag Kit Universal or Large civilian Bag	1	Towel hand green	2
Belt Working Plastic	1	Razor	1
Boots Combat	2 pairs	Spare Blades/Razors	3
Regimental Head Dress	1	Soap	2
Bonnet (as appropriate for Scottish Div)	1	Toothbrush and Toothpaste	1 each
Drawers Cold Weather OD	2 pairs	Shower footwear (flip flops)	1 pair
Gloves Military Issued	1 pair	Shampoo	1
Headover	1	Shaving stick/brush	1
Insoles	2 pairs	Sanitary items (females)	
Jersey Heavy Wool	1	<u>Misc Items</u>	
Liner Jacket Cold Weather or Military Fleece	1	Basic First Aid Kit	1
Shirt Combat GS or Combat 95	2	Bin Liners (Heavy duty)	3
Smock Combat Temperate DPM or Combat 95	2	Boot Cleaning Kit	1 set
Smock Waterproof DPM	1	Foot Powder	1 tin
Socks Combat OD	at least 3 pairs	Spare Laces	2 pairs
Trousers Combat Temperate DPM/Cmbt 95	2 pairs	Housewife	1
Trousers Waterproof DPM	1 pair	Notebook and Pencil	2
Vest Cold Weather	2	Torch	1
Smart Civilian clothing (Collar + Tie)		Batteries	2
<u>Webbing</u>		Coat Hangers	5
Full CEMO	1	Civilian clothes for travel	
Water Bottle and Mug	1	String (Green)	30m
Mess Tins	1 set	Padlocks	2
Knife,Fork and Spoon	1 set	<u>Documentation</u>	
Bungees	4	Pay Form AF N 1451	1
Poncho	1	Meningitis Inoculation confirmation	1
Respirator with Canister and Sack	1	MOD Form 90 - ID card	1
NBC Suit complete	1	Passport size photograph	2
DKP 1 and 2	1		
Spare Canister	1		
Helmet Mk 6 and Cover	1		
Ear Defenders	1 pair		
Sleeping Mat	1		
Sleeping System complete	1		
<u>PT KIT</u>			
Shorts PT	1 pair		
Sports Socks	2 pairs		
Tracksuit	1		
Trainers	1 pair		
Sports Bra (females)			

ELIGIBILITY AND PROFICIENCY CERTIFICATE

This form is to be signed by your PSAO.

Number: Rank: Name: Initials:

Course Number: Dates:

Address Course Report should be sent to:

.....

.....

.....

..... Postcode:

1. It is certified that the soldier of this unit named at the top of this form meets the entry requirements for the TA Recruits Course (CMS(R) TA) by:

- a. Within the last 6 months, passing a full medical examination and being graded at least P2FE by a Medical Officer or Civilian Medical Practitioner.
- b. Having been attested into the Territorial Army.
- c. Completing all mandatory Territorial Army Foundation Scheme training.
- d. Possessing the requisite individual issue of personal military clothing and equipment for use on the course as detailed in the Clothing and Equipment List as at Annex B.
- e. To the best of my knowledge, not being pregnant.

Signature:

Rank:

Name: (Block Capitals)

Unit & Appointment:

2. Once completed and signed, this form is to be sent (at least 3 weeks prior to course start date) to:

Training Wing Clerk
Training Wing
ATR Winchester
Sir John Moore Barracks
WINCHESTER
SO22 6NQ

ANNEX D TO
JOINING INSTRUCTIONS

FITNESS TO ATTEND COURSE CERTIFICATE

1. **This certificate is mandatory for all TA soldiers attending Initial Training at ATR Winchester. Failure to provide a Fitness to Attend Certificate will bar the soldier from participating in training at ATR Winchester and result in RTU.**
2. A full medical examination in accordance with Chapter 3 of JSP346 is required and must be carried out no earlier than 6 months prior to course attendance.
3. The certificate is to be completed by the Unit RMO or CMP and should be sent to the Courses Clerk, Training Wing, ATR Winchester, Sir John Moore Barracks, WINCHESTER, SO22 6NQ no later than 3 weeks prior to the start of the course. A copy of the certificate is to be forwarded by the Unit RMO or CMP to SO2 Occ Med (Casework) HQ ATRA.
4. Immunisation against Polio, Tetanus and Diphtheria is mandatory. Dates of documented immunisations are to be provided and must show the immunisation to have taken place within the last 10 years (Ref: SGPL 07/02). Meningitis Immunisation is mandatory for recruits under the age of 25 and must be given no later than 10 days prior to the start of the course as this will result in the recruit being RTU. Dates of documentation of Meningitis are to be provided and must show the immunisations to have taken place in the last 5 years.
5. Female recruits are required to confirm that they are not pregnant prior to commencement of Initial Training.

Number		Rank		Initials		Name	
Date of Birth		Unit		Sub Unit			

Medical Assessment

P	U	L	H	H	E	E	M	S	PE S	Date of examination

Immunisation Status

Vaccine	Date of immunisation
Diphtheria	
Meningococcal Group C Conjugate	
Polio	
Tetanus	

Signature of RMO or CMP:

Medical Officer (Name):

ANNEX E TO
JOINING INSTRUCTIONS

PAY INSTRUCTION FOR CMS(R) TA COURSE

1. Units are to ensure that all the necessary TA pay documentation is forwarded to the FSA at ATR(W) prior to the recruits attendance or the recruits should bring the documentation with them and hand it in on arrival. There will be two pay parades during the course.
2. The documentation required is as follows;
 - a. **AF N 1451's (x 3)**. Completed with the unit stamp and address with the ROP (in pencil) in the remarks column and if known the amounts requested by the recruits for each parade. If the monies are to go direct to their bank accounts then enter £0 in both pay columns accordingly.
 - b. **AF N 1451 Summary Sheets**. To be completed as necessary with unit details and stamp and attached to the AF N 1451's.
3. The latest versions of the forms are required, they are currently:
 - a. AF N 1451 (Small) - 9/02
 - b. AF N 1451 (Large) - 01/03
 - c. AF N 1451 Summary Sheet- 02/02
4. The POC is the FSA on 94275 4211 or the RAO on 4231.